

TOWN OF NORTHFIELD, VERMONT

PLANNING COMMISSION

Minutes of January 5, 2022

The meeting was held at the Community Room of the Brown Public Library, and was also streamed via the Town GoToMeeting account for the benefit of those unable to attend in person.

The meeting was called to order at 7:00 pm by Chair Hill-Eubanks.

Roll Call: Present for the meeting were Commissioners Laura Hill-Eubanks, Nancy Peck Ruth Ruttenberg, Aaron Rhoades, and Chandra Blackmer – all attended remotely. Clerk Mitch Osiecki was present at the Community Room.

Public Participation: None

Set/Adjust Agenda: No adjustments

MPG: Discussion of Municipal Planning Grant. Laura has drafted a press release, which needs a minor edit to address public participation. PC will publicize on Front Porch Forum and on the town web site.

Next step: need to put out an RFQ (Request for Qualifications) as a precursor to a Request for Proposals (RFP). Suggestion to set a deadline for RFQ's of Jan 31. That will allow for a discussion of submissions at the next monthly meeting on Feb 2.

Discussion of process for selecting a consulting partner. Consider including other interested parties in the screening/selection process, although ultimately this is a decision for the PC.

Possible timeline proposed as follows:

- Jan. 31: deadline for RFQ's;
- Feb. 2: review submissions at Feb meeting;
- Feb. 18: deadline for proposals from preferred candidates;
- Feb. 23: meet with candidates at a special meeting to discuss proposals;
- Mar. 3: select consulting partner at Mar meeting.

Ruth Ruttenberg moved that Laura distribute RFQ notice when finalized and proceed per above schedule. Chandra Blackmer seconded. **Vote to approve: 5-0.**

Town Report: Ruth suggested that language be added to the Planning Commission's Report noting that the PC has been working on potential revisions to the town's Zoning Bylaws. The report should also reflect that the PC has met with several town committees and other bodies to gather feedback on the current Town Plan. Nancy Peck moved to approve the draft report, with these edits. Chandra Blackmer second. **Vote to approve: 5-0.**

Approval of Minutes: Aaron Rhodes moved to approve minutes of Dec 1. Nancy Peck seconded. **Vote to approve: 5-0.**

Report of the ZA: Mitch gave a brief summary of current zoning activity and issues. No items of particular interest in the pipeline.

Next Regular Meeting: February 2, 2022 at 7:00 pm.

Adjournment: Ruth Ruttenberg moved to adjourn; Aaron Rhodes seconded. **Vote to approve: 5-0.**
Meeting adjourned at 8:24 pm.